

Position Description
Bureau of Enterprise Fleet
Enterprise Fleet Director
Administrative Manager (81-01)

Under general supervision of the DEO Deputy Administrator, this position leads all enterprise state fleet activities including development and implementation of state fleet policies impacting all state agencies and the University of Wisconsin System. This position oversees management of Central Fleet, including the pool vehicle operation, the leased vehicle program operation and the Vanpool program. This position also oversees management of the operations at Wisconsin Air Services and Mail Transportation Services.

In addition, this position serves as the Executive Secretary of the Public Records Board and plays a major role in the development of records retention and disposition policies for all state agencies, the University of Wisconsin System and local governments. This position oversees the management of the operations at the State Records Center. This position is headquartered at the Administration Building and oversees operations at four satellite locations in Madison; therefore, a valid driver's license or the ability to provide one's own transportation is required.

35% A. Direct the administration of enterprise fleet vehicle and aircraft policies and assets.

A1. Provide leadership in the development and implementation of state fleet policies which impact state fleet vehicles, aircraft and state drivers across the enterprise and UW System.

A2. Administer the development of strategies and policies to meet fleet and aviation program requirements in the most efficient and cost-effective manner.

A3. Direct the development and operation of complex information systems for efficient state vehicle asset management and improved functionality for state business travel.

A4. Manage the coordination of policy development and program requirement efforts with the State Bureau of Procurement regarding vehicle purchases, vendor services and purchase of parts and services for aircraft maintenance.

A5. Provide written and verbal guidance and consultation to state fleet managers and aviation managers across the enterprise on state policies and procedures.

A6. Direct, review and coordinate analysis of fleet assets and state business travel trends to formulate improved state fleet and aviation policies and procedures.

A7. As directed by the Administrator, serve as the representative of the departmental position on requests relating to fleet, aviation and state mail issues to the Secretary's Office and legislative offices.

A8. Oversee the management of Central Fleet operations, including the fleet pool rental program, the leased vehicle program and the Vanpool program.

A9. Oversee the management of Wisconsin Air Services operations, including the passenger aviation program, the leased aircraft program and the aircraft maintenance program.

A10. Oversee the management of Mail Transportation Services operations which provides delivery and collection of U.S. Postal Service mail and interdepartmental mail to state government facilities in the Madison area.

30% B. Direct the administration of enterprise state records management policies.

B1. Provide leadership in the development, implementation and training on state records management policies and procedures across the enterprise.

B2. Administer the development of strategies and programming to meet enterprise records management requirements in the most efficient and cost-effective manner.

B3. Oversee the provision of records management guidance, training and consultation to state records officers and state agency management across the enterprise.

B4. Direct, review and coordinate analysis of records management programs and trends to formulate improved state records retention and disposition policies and procedures across the enterprise.

B5. As directed by the Administrator, serve as the representative of the departmental position on requests relating to records retention and disposition to the Secretary's Office and legislative offices.

B6. Oversee the management of State Records Center operations.

B7. Direct the development and operation of complex information systems for efficient state records inventory management and improved functionality for state records retention and disposition activities.

15% C. Serve as the Executive Secretary of the Public Records Board per §16.61 (3L), Wis. Stats.

C1. Provide administrative support to the Public Records Board and its committees and oversight of preparation of materials, agendas and minutes following all state public meeting laws and procedures.

C2. Assist the Chair of the Public Records Board in developing Board policies.

C3. Assist the Chair and members of the Public Records Board in the review and adoption of Records Disposition Authorizations (RDAs) for state agencies, UW System and local governments.

C4. Perform other duties of the Executive Secretary position, including approvals of RDA sunset extensions and approval for agencies to commence digitization projects.

15% D. Direct the management of the Bureau of Enterprise Fleet.

D1. Oversee development of strategic plans and budgets to meet the Bureau's program requirements, including setting rates and assessments to support the Bureau programs and services.

D2. Direct the management of multiple professional and non-professional positions responsible for fleet, aviation, records and mail service programs with enterprise-wide impacts.

D3. Direct all Bureau position recruitment efforts to fill vacancies with highly qualified people with a focus on creating a diverse workforce.

D4. Provide general supervision, including duties such as interviewing, hiring, disciplinary action, responding to grievances and evaluating employee performance.

5% E. Perform other duties as needed by Division management.

E1. Participate in projects as assigned by the Division Administrator and Deputy Administrator.

E2. Participate in opportunities for continual skill and management improvement.

Knowledge, Skills and Abilities

1. Proven supervisory skills and the ability to engage employees in their duties and enhance their skill sets.
2. Ability to lead and work collaboratively.
3. Ability to advise and communicate with enterprise and agency leadership.
4. Ability to interpret statutory requirements and policies and implement those directives.
5. Ability to analyze policies and procedures for more effective and efficient outcomes.
6. Knowledge of policy development methods.
7. Excellent problem-solving and customer service skills.
8. Strong oral and written communications skills, including presentation skills.
9. Valid Wisconsin driver license that meets the State's Risk Management requirements, or the ability to obtain one's own reliable transportation.